

Procedures for In-Processing

1. Copy of orders and amendments (if applicable)
2. Copy of a duty memo from your agency (Reservists and NGB do not require duty memos). Duty memo must have a line which states whether the soldier qualifies for issuance of an Army Staff Identification Badge (ASIB).
3. Copy of your DD-93 and SGLI (if any information needs to be updated, please write-in the necessary changes/corrections).
4. To expedite in-processing, please e-mail your forms, orders, amendments, duty memo, and SGLI and DD-93 to:
MILPO-IN-OUT-PROCESSING@hqda.army.mil. If e-mail is not accessible to you, please fax the forms to 703-604-2050. Once the forms are received, someone from Customer Services will contact you.
5. After being contacted by a MPSC Customer Services representative, you will be instructed to bring in your MPRJ (201 file) to complete your in-processing.

Questions referencing in-processing procedures may be addressed by calling Customer Service using the following numbers: (703) 602-1253, 602-1255, 602-0446.